



Presented by  **LEUPOLD®**

**February 5 - 9, 2020**

**Portland Expo Center**

**Portland, Oregon**

## **EXHIBITOR MANUAL**

Briefly written to advise you of your rights, restrictions and requirements. Please read carefully and save for future reference.

**O'LOUGHLIN  
TRADE SHOWS**  
A DIVISION OF TO-RO ENTERPRISES, INC.

# **2020 PACIFIC NORTHWEST SPORTSMEN'S SHOW<sup>®</sup>**

**February 5-9, 2020**

**Portland Expo Center**

2060 North Marine Drive  
Portland, Oregon 97217

503-736-5200

## **Show Hours**

Wednesday, February 5 ..... 11:00 am to 8:00 pm

Thursday, February 6 ..... 11:00 am to 8:00 pm

Friday, February 7 ..... 11:00 am to 8:00 pm

Saturday, February 8 ..... 10:00 am to 8:00 pm

Sunday, February 9 ..... 10:00 am to 6:00 pm

Show Office: 503-736-5247

Produced by:

**O'LOUGHLIN TRADE SHOWS**

PO Box 80750

Portland, Oregon 97280-1750

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[thesportshows.com](http://thesportshows.com)

# TABLE OF CONTENTS

|   |            |
|---|------------|
| <b>I. SHOW PREPARATION .....</b>                                    | <b>1-2</b> |
| <b>Schedule</b>   |            |
| Final Payment   |            |
| Move-In   |            |
| Fork Lift Services  |            |
| Show Office   |            |
| Early Admittance  |            |
| Pets/Children   |            |
| <b>Ordering Show Services</b>                                       |            |
| Decorator   |            |
| Electrician   |            |
| Audio-Video   |            |
| Telephones  |            |
| Wi-Fi   |            |
| Host Hotels   |            |
| Exhibitor Insurance   |            |
| <b>II. EXHIBITOR PASSES, TICKETS .....</b>                          | <b>3</b>   |
| <b>Exhibitor Credentials-Wrist-Bands &amp; Work Passes</b>          |            |
| <b>Organizations, Associations &amp; Non-Profits-Will Call Form</b> |            |
| <b>Be My Guest Tickets</b>  |            |
| <b>Will Call Instructions</b>                                       |            |
| <b>III. PARKING.....</b>  | <b>4</b>   |
| <b>IV. FLOOR PLAN .....</b>   | <b>5</b>   |
| <b>V. EXHIBITS.....</b>   | <b>6-7</b> |
| <b>Exhibitor Specifications</b>                                     |            |
| Display Regulations   |            |
| Bulk Space  |            |
| Proper Aisle Flow   |            |
| Sound   |            |
| Signage   |            |
| Merchandise Sales   |            |
| Exhibitor Re-Stock and Early Admittance                             |            |
| Alternative Boat Trailers, Cargo Trailers and Other Vehicle Parking |            |

**VI. FACILITY.....7-9**

**Receipt of Exhibits**

- Direct Shipments
- Pallets
- Sweeping
- Smoking
- Liquor & Food
- Music
- Storage
- Souvenirs
- Watchmen
- Liability
- Discharge of Waste
- First Aid
- Max Light Rail

**VII. MOVE-OUT .....9**

- Fork Lift Services**
- Specifications**

**VIII. MAP .....10**

**IX. LOCAL SERVICES .....11**

**X. FIRE MARSHAL REGULATIONS.....12**

# SHOW PREPARATION Schedule

## **FINAL PAYMENT REMINDER – November 8<sup>th</sup>, 2019**

Final Payment was due on or before November 8<sup>th</sup>, 2019. Please make arrangements as soon as possible if your balance is outstanding. Your exhibitor credentials will not be given out until payment has been received in full and must be picked up at the show office during move-in.

## **MOVE-IN DAYS – Monday, February 3<sup>rd</sup> & Tuesday, February 4<sup>th</sup>**

Move-in will be from Noon to 8:00 pm Monday, February 3<sup>rd</sup> and from 8:00 am to 8:00 pm Tuesday, February 4<sup>th</sup>. **All exhibits must be in place no later than 8:00 pm on Tuesday, February 4<sup>th</sup>.** No vehicular traffic will be allowed in the building after that time. There will be no placing, moving, altering or dismantling of a display after 10:00 am on Wednesday, February 5<sup>th</sup>. If you cannot adhere to this schedule, please contact Show Management immediately.

If you have any display items that require special handling due to size, weight, etc., or have concerns that there will be problems during your move-in, please contact Show Management now. The show does not supply hand-trucks, dollies, brooms, or vacuums.

All boats must be completely drained outside. No boats are allowed in the building with water in them.

**NO VEHICLES with Studded Tires will be allowed in any of the Portland Expo Center Buildings  
NO EXPECTATIONS!!!! Please plan accordingly.**

## **Fork Lift Services**

**Attention:** O'Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies along with the Portland Expo Center requirements all fork lift service **must be contracted through the Show Decorator**. Please contact DWA Trade Show and Exposition Services/Fern Expositions Events Experiences at 503-228-6800 or visit their service desk located in the D Hall Lobby during move in.

## **Show Office**

The Show Office is located at the entrance of Hall D. The Show Office **will not page any individual or firm during public show hours. There are no office supplies, fax machine, copy machine, stationery, cleaning equipment, etc. available at the Show Office.** The Show Office hours are daily from 8:00 am until the closing hour of the show and the telephone number will be 503-736-5247 effective Monday, February 3<sup>rd</sup>. The Show Office phone is for incoming calls only.

## **Early Admittance**

**The Portland Expo Center will be open during show days one (1) hour prior to the public hours for exhibitors with credentials only.** Electrical power will be turned on at that time. If you have a circumstance that requires admittance at an earlier time, you **must sign the next day's early admittance list** by stopping by the Show Office before closing the night before. To enter the buildings before public show hours, come through the Exhibitor's Entrance located in Hall D lobby.

## **Pets/Children**

Pets are not allowed in the buildings. City ordinance prohibits any pets being loose in the Expo Center unless they are part of a show display. In that case, please be responsible and clean up waste discharged on any of the Expo Center grounds – Thank You! Please do not bring children to Move-In or Move-Out as you are personally responsible if they are injured or if they damage another person's property.

## Ordering Show Services

### DECORATOR

The Show will be using blue and white drapes in D & E Hall and Red and White in A, B & C Halls. If you would like special colored drapes other than those furnished by Show Management, a charge will be made to you by the Decorator. The Show Decorator is DWA Trade Show & Exposition Services/Fern Expositions Events Experiences. You may contact them at 503-228-6800 for rental of carpets, furniture, sign-making and cleaning of displays. Please be advised, if not ordered in advance, services and equipment will be subject to "floor order" rates. [Please click here to download the kit.](#)

### ELECTRICIAN

Each booth and bulk space is furnished with one (1) fused 120-volt duplex receptacle outlet of up to 5 amps capacity without charge. **For additional electrical requirements, contact Edlen at (503) 736-5260.** If not ordered in advance, services and equipment will be subject to "floor order" rate. [Please click here to download the form.](#)

### AUDIO-VISUAL

For additional sound and visual equipment needs please contact Audio Visions Plus at 541-312-6464 or [Please click here to download this form.](#)

### TELEPHONE / PREMIUM INTERNET

The Expo Center will install individual business telephone lines if you desire. To inquire, please call 503-736-5200. Your order must be placed **15 days in advance** of the show. Please advise the Show Office of your exhibit telephone number so we may forward any calls that come in for you. [Please click here to download the form.](#)

### Wi-Fi

The Expo Center offers free access to Wi-Fi. Please inquire at Show Office during move in for password.

### HOST HOTELS

The Portland Expo Center area "Host Hotels" are:

**The Portlander Inn**

10650 N Vancouver Way  
Portland, Oregon 97217  
503-283-1111 ext. 8501

**Courtyard by Marriott**

1231 N Anchor Way  
Portland, Oregon 97217  
503-735-1818

**Country Inn & Suites**

9930 N Whitaker  
Portland, Oregon 97217  
503-289-1800

**Inn at the Meadows – Best Western**

1215 N Hayden Meadows Dr.  
Portland, Oregon 97217  
503-286-9600

**Fairfield Inn**

1200 N Anchor Way  
Portland, Oregon 97217  
503-286-6336

**Red Lion on the River**

909 N Hayden Island Dr.  
Portland, Oregon 97217  
503-978-4589

**Residence Inn**

1250 N Anchor Way  
Portland, Oregon 97217  
503-285-9888

More area hotels are listed on the back of the manual (see page 11). Please reference the Pacific NW Sportsmen's Show when making your reservation. Make your reservations **early**.

### EXHIBITOR INSURANCE

As per the Terms and Conditions section of the show contract (see item 18) each exhibitor shall secure and maintain Liability Insurance. Shahinian Insurance Services Inc., is pleased to offer discounted exhibitor liability coverage while participating in any of the O'Loughlin Sportsmen's Shows. This program is affordable and easy to purchase. To expedite coverage, please call Shahinian Insurance Inc., at 800-457-2231 or [click here to download this form.](#)

# EXHIBITOR PASSES, TICKETS

## Exhibitor Credentials – Wrist-Bands & Work Passes

Exhibitors will be provided Exhibitor Wrist Bands designed to wear around either wrist for the duration of the show and One-time Work Passes. The wrist band **must** be securely attached around the wrist in order for the gate attendant to allow you entry into show. **No Exceptions!** If wrist bands are used by persons other than those immediately connected with staffing of exhibits, those persons will be asked to leave.

The number of Exhibitor Wrist Bands and One-time Work Passes will be issued as follows: the first 10'x10' booth space will receive four (4) Exhibitor Wrist Bands and five (5) One-time Work Passes; one (1) additional wrist band for each additional 10'x10' of space will be issued thereafter. **The Wrist Bands and One-time Work Passes are valid for this show only!**

**Bulk, Outside and Larger space Exhibitors:** your sales representative will be contacting you to request the number of staff members working your exhibit space. The number of Exhibitor Wrist Bands and One-time Work Passes will be agreed upon at this time with your sales representative.

We **do not** mail Exhibitor Wrist Bands and Work Passes. Both forms of credentials must be picked up at the Show Office Monday, Tuesday and Wednesday during move-in hours. **Wrist Bands and One-time Work Passes will not be issued until exhibitor space is paid in full.**

**Please Note:** After 11:00 am opening day, February 5<sup>th</sup>, no more Exhibitor Wrist Bands or One-time Only Entry Work Passes will be issued unless prior arrangements have been made ahead of your late arrival time. If you need additional passes you will have to purchase Guest Passes at the show office during show hours.

## Organizations, Associations and Non-Profits

**“A specific O’Loughlin Trade Show Associations, Non-Profits and Organization WILL CALL form must be used”**  
This form is broken down by each day of the show and allows no more the 6 people per day. This form will be at WILL CALL, located in the lobby of D HALL. An ID will be required for each staff member entrance into the show. Please provide this list to sale representative prior to the show. [Click here to download this form.](#)

## “Be My Guest” Tickets

You, the exhibitor, may purchase these discounted tickets for any interested customers who would like to return to your display to further discuss your products, services, etc. The tickets will be available at the Show Office all show days for **\$5.00 each. These tickets may be used at any of the 2020 O’Loughlin Sportsmen’s Shows – No Refunds.**

## Will Call Instructions

1. Wristbands, Passes, or Tickets must be placed in a sealed envelope. O’Loughlin Trade Shows has printed a New “Will Call” envelope available at the Show Office or use one(s) that you have furnished. No loose wristbands, passes or tickets will be accepted.
2. Each envelope is for a single pick-up and **all** contents will be given to the person requesting the envelope.
3. The person’s name **and** company who is to receive the wristbands, passes or tickets must be **printed** on the envelope.
4. No wristbands, passes or tickets will be held in the Show Office after move-in. You are entirely responsible for their distribution. The Show Management will not be responsible for wristbands, passes or tickets once they have been picked up and signed for.
5. Will Call is located at the **Hall D Lobby** and is open one (1) hour prior to Show opening.

## PARKING

## EXHIBITOR PARKING – SHUTTLE SERVICE

Exhibitors may park at the Portland Expo Center: Exhibitor Parking Pass: **\$50.00 per space.**

This parking pass allows for an efficient entry into the Expo Center parking lots. Instead of paying each day, you will only need to show the cashier your parking pass so the pass number can be recorded.

**Also, this pass allows for vehicle re-entry as long as there is space available in the Expo lots.**

In the event the Expo Center lots are full, this pass allows for parking at Portland International Raceway (PIR) shuttle lot at **no charge**. Then you will need to take the Free Shuttle back to the Expo Center. The shuttle will run one half ( ½) hour past show closure each day of the show. **See Map - page 10.**

The Expo Center Parking Pass must be purchased in the lobby of D Hall outside of show office during Move-In:

Monday, February 3.....Noon to 6 pm

Tuesday, February 4.....8 am to 6 pm

Wednesday, February 5<sup>th</sup>: All exhibitor parking passes must be purchased at Expo Center parking entry gates.

## RESTOCK TRAILERS:

All restock truck and trailers are required to park in the Force Ave lot behind the Expo buildings, the cost will be **\$50.00 per space**. This is an unsecured lot and is poorly lighted, so please plan accordingly.

## BONE YARD:

Behind the Expo Center – First Come/First Serve until lot is full – dead end storage only. This lot will be locked the duration of the show.

## ALTERNATIVE BOAT TRAILERS, CARGO TRAILERS AND OTHER VEHICLE PARKING:

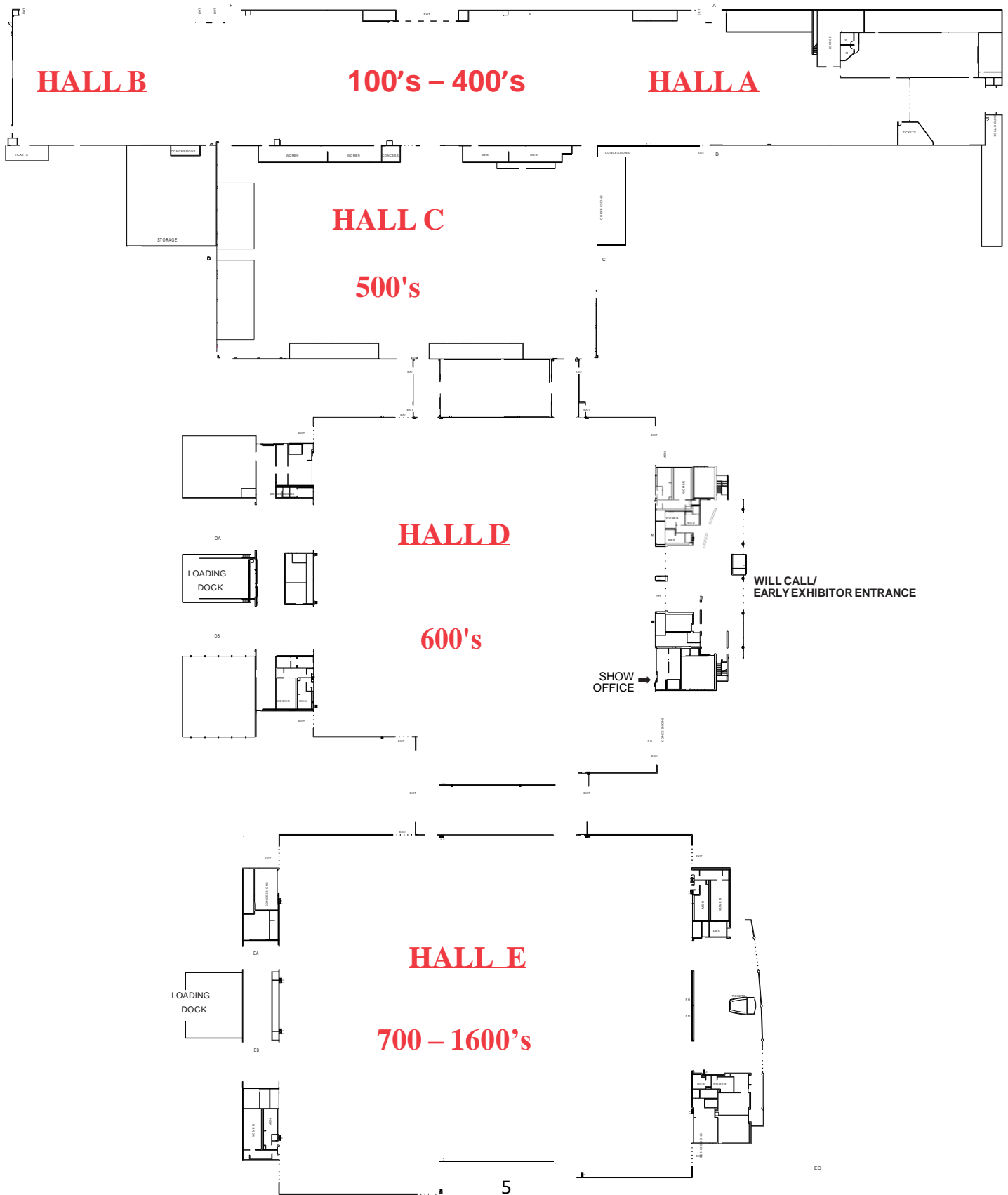
There is **no parking** for empty boat trailers, cargo trailers, or any other transport equipment vehicle at the **East End** of the lower Expo Center parking lot for exhibitor storage. **See Bone Yard listed above.**

## OVERNIGHT PARKING:

There is two additional RV Parks offering full hook ups services very close to the Expo Center. **See Page 11**



# Pacific Northwest Sportsmen's Show Floor Plan



# EXHIBITS

## Exhibitor Specifications

### Display Regulations

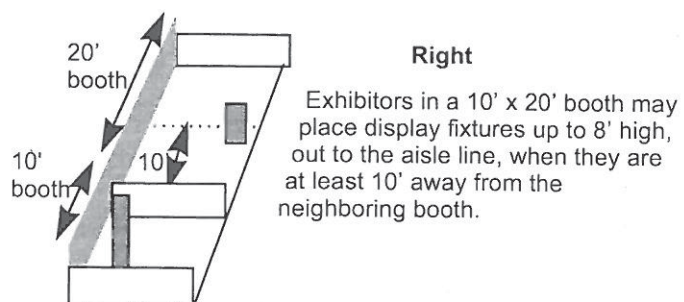
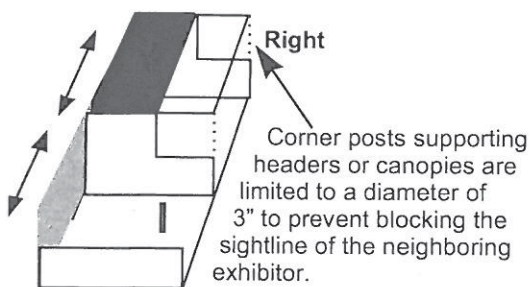
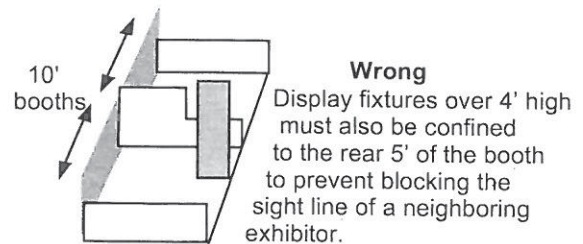
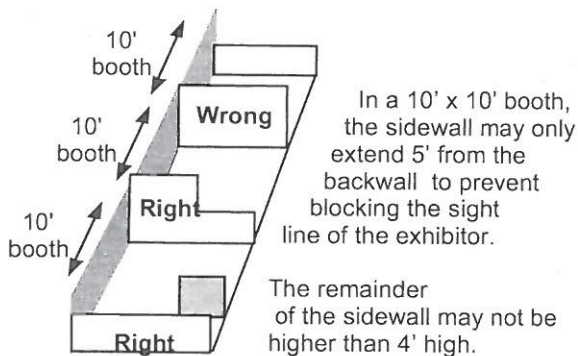
**Standard Booth Definition:** One or more standard 10' x 10' booth(s) in a straight line. Each booth is furnished with one (1) 5 amp electrical outlet.

Display rules and regulations specify what an exhibitor can and cannot do with their booth space. These are based on the physical characteristics of the Exhibit Hall, the intent to be equally fair to all exhibitors and the concern for the safety of all attendees. Show Management has provided the following design layouts to make sure each exhibitor is within show guidelines. A quick review of these booth regulations can save you costly and potentially embarrassing changes on site.

### Booth Design

- Booth back walls may not exceed 10' height, plus 2' for signs (the backside of any such signs must be properly covered).
- All display fixtures over 4' in height and placed within 10' of an adjoining exhibitor must be confined to an area that is at least 5' from the aisle. The back of any such sidewalls must be covered so as not to appear unsightly.
- Exhibitors using canopies or false ceilings over their exhibit may use vertical supports up to 3" in width in the corner of their space. Vertical supports that are strictly decorative will not be permitted if in conflict with the rules stated above.
- Nothing may be suspended from the ceiling in a standard booth.

**Intent:** Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the space size. Exhibitors with larger space (30' or more) should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others.



### **Bulk Space**

No space dividers or drapes are furnished.

### **Proper Aisle Flow**

The aisles are property of the Show Management, and must be free for easy flow of traffic throughout the entire show. Aisles must not be obstructed at any time.

### **Sound**

Noise level from any demonstrations or sound systems **must be kept to a minimum**. Under **no** circumstances will the following be allowed in the Show: megaphones, loud speakers, microphones, side show tactics, or undignified methods of attracting attention. All sound systems and demonstrations **must** be strictly approved by Show Management prior to the show. **No exceptions!!!**

### **Signage**

No signs are to be hung over the aisles as they are the property of the Show Management. No **double-faced signs** allowed for exhibitors in booth areas 10x10, 10x20, etc.

### **Merchandise Sales**

If you are selling items that are to be hand carried, please issue your customer a **Bill of Sale**. This will serve as proof of ownership in the event of questioning by a doorman.

### **Exhibitor Re-Stock and Early Admittance**

If you need to re-stock your booth or to be present at your booth prior to show time, the exhibitor early admittance begins one (1) hour prior to show time on a daily basis. **You must sign the early admittance list the night before at the Show Office if an earlier entry time is needed.** Exhibitor early entrance is located in the lobby of D Hall only.

## **FACILITY**

### **Receipt of Exhibits**

#### **DIRECT SHIPMENTS**

Shipments will be received at the Expo Center from 8:00 am to 4:00 pm Monday, February 3<sup>rd</sup> and Tuesday, February 4<sup>th</sup>. Shipments **must** be addressed as follows:

Exhibitor Name and Booth Number  
2020 Pacific Northwest Sportsmen's Show  
C/O DWA Trade Show and Expo Services/Fern Expositions Events Experiences  
2060 N Marine Drive  
Portland, OR 97217

All shipments must be **prepaid**. You must be present when shipment is received to avoid additional charges. Show Management will not receive or be responsible for shipments. For details, see Freight Handling charges in Decorator Exhibitor Kit Order Forms.

#### **Important Note:**

1. There is a freight handling charge for the above unless you, the exhibitor, sign for and are responsible for your shipment when it arrives at the freight door (for freight handling charges, see enclosed decorator packet). **If your freight requires a forklift you must make prior arrangements with the Show Decorator.**
2. Shipments will be refused if they are not consigned to DWA/FERN or if the exhibitor is not at the freight door to receive them. In this case, the exhibitor will need to make arrangements for redelivery.

## **PALLETS**

The Portland Expo Center **will not discard** pallets you want to leave behind. You are responsible for your pallets and will be charged **\$8.00** for each pallet left behind in your exhibit space.

## **SWEEPING**

The Expo Center's crew will sweep the building at 9:00 am on opening day, February 5<sup>th</sup>. It is mandatory that all packing cases or boxes be removed and vitally important you observe this "clean up" deadline as debris not ready for removal by this hour will be picked up at your expense.

Neither the Expo Center nor the Show Management have brooms or vacuum cleaners available.

## **SMOKING**

**No smoking** is allowed in the Expo Center by law.

## **LIQUOR & FOOD**

In compliance with O'Loughlin Trade Shows license agreement with the Portland Exposition Center, (Section 8.b) "The MERC Commission's food – beverage and catering service contractor, Pacific**wild**/ARAMARK, is solely authorized to provide all food – beverage and catering services to all events with the Expo Center." Pacific**wild**/ARAMARK's manager **must approve all exhibitor or Licensee requests** for the sampling or sale of products distributed from exhibit booths or any areas within the Expo Center. Exhibitors having the need or desire to distribute food or beverage samples shall order these items from Pacific**wild**/ARAMARK.

- As a reminder, no food or beverages of any kind may be brought into the Expo Center without prior expressed written consent of Pacific**wild**/ARAMARK. This includes coolers, meals, snacks and especially alcohol.
- Sampling of food or beverages must also be pre-approved by Pacific**wild**/ARAMARK and served in predetermined sample sizes. All approved sampling must be relevant to the particular show and the exhibitors business.
- For those exhibitors wishing to sell food or beverage items, **You must contact Pacificwild/ARAMARK prior to the event.** A subcontracting agreement will then be forwarded to you requiring a percentage of sales going to Pacific**wild**/ARAMARK, insurance, indemnification, pricing and payment terms
- Please contact Pacific**wild**/ARAMARK if you have any questions or if they can be of further service to you at **503-736-5230**.

## **MUSIC**

You must not play music in any form without the proper license of copyrighted music. You, the exhibitor, shall protect, defend, indemnify and hold harmless the Show Management and Expo Center from and against any and all claims, damages, losses and expenses including attorney fees arising out of or resulting from performance of live or recorded music or other copyrighted works with the exhibit, or the offices, contractors, licenses, agents, employees, guests, invitees, or visitors of Exhibitors.

## **STORAGE**

You are expected to arrange for storage of empty crates off premises at your own expense. Fire Marshal regulations prohibit the storage of boxes, crates, packing materials, etc. and not more than one day's supply of literature in your display. The Show Decorator, DWA/FERN, can provide storage.

## **SOUVENIRS**

The Show Management requests that you do not distribute yardsticks or other items in that category in order to avoid possible injury. Due to building regulations, **no helium inflated balloons nor gummed stickers are allowed in the building.**

## **WATCHMEN**

The Show Management will provide necessary watchmen during the life of the Show. No other persons will be permitted in the building after the closing hour. Show Management and the Expo Center cannot guarantee against loss of any nature. **(Please refer to your insurance policy).** Be sure to pack away small and valuable items each night.

## **LIABILITY**

You are solely responsible for the space you have leased. Please read the **TERMS AND CONDITIONS** on the back of your contract. You have agreed to reimburse the Expo Center for any damage to the floors, walls, or equipment occurring in the space you have leased. Automobiles, trucks and similar conveyance shall have a drip pan or protective material under them to safeguard the floor from dirt,

oil, stains, etc. All matters not covered in these conditions are subject to the decision of the Show Management.

**Note: No sprays on tires – it makes the floors slippery and presents a liability.**

## **DISCHARGE OF WASTE**

As of April 27, 2000 the office of the Portland Metropolitan Exposition Center has been formally notified by the City of Portland, Bureau of Environmental Services, that it is a Class I violation of Oregon Administrative Rule 340- 45-015(1)(a) to discharge wastes, in the form of wastewater, into waters of the state. The catch basins located in the paved portions of the Expo Center grounds drain through storm sewer lines that discharge to adjacent wetland areas. Therefore, any wash water from washing activity flows to these wetlands, which are considered waters of the state.

Effectively immediately, therefore, the washing of any equipment or items, including but not limited to recreational vehicles, boats, passenger vehicles, trucks, machinery or any such items on Expo Center grounds is strictly **prohibited**. As an event participant, your compliance and cooperation of this notification is appreciated.

The Bureau and O’Loughlin Trade Shows further advises that feasible alternatives to this problem include having the items washed off-site at a wash station properly connected to a sanitary sewer. **Within one mile from the Expo Center – The Portlander Inn – Exit #307 offers a wash facility and sanitary sewer for washwater.** Several mobile wash contractors have the ability to recover the washwater for recycling or disposal to the sanitary sewer. If washwater is collected and disposal to the sanitary sewer is needed, please contact Expo Center Operations staff for a proper disposal location at **503-736-5200**.

The Staff of the Portland Expo Center and Show Management regret this operational necessity and any inconvenience it may cause your organization or event participants.

## **FIRST AID**

There will be an EMT on duty during regular public show hours. The first aid room is located in the Hall D Lobby. Please report **any** injuries immediately to the EMT or Show Management.

## **MAX LIGHT RAIL**

Light rail is now running to the Expo Center. This is a great way to avoid parking charges and/or waiting in line to park. To get to the Expo Center please take the Yellow Line. For more information log onto **www.trimet.org**

# **MOVE-OUT**

## **Fork Lift Services**

**Please Note:** O’Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies and facility requirements all fork lift **services must be contracted through the Show Decorator**. The Show Decorator also provides move-out shipping services. Please contact: DWA Trade Show & Exposition Services/FERN Expositions Events Experiences at 503-228-6800 or their service desk located in D Hall Lobby.

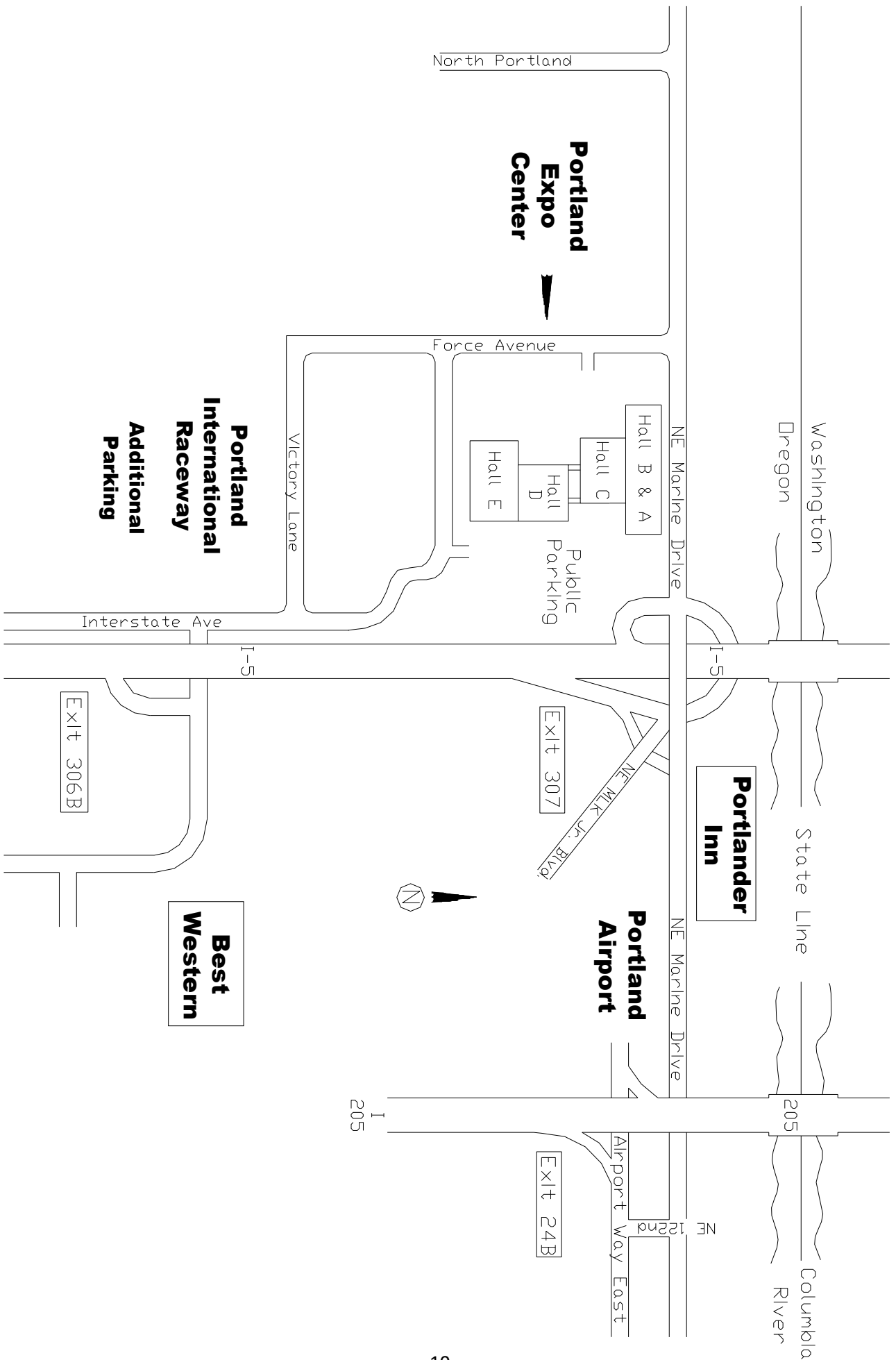
## **Specifications**

Exhibits cannot be disassembled or moved out until the show is over. The public pays to see an entire show. You may begin move-out at approximately 6:30 p.m. on Sunday, February 9<sup>th</sup>.

Please do not bring children or pets to move-in or move-out, as you will be personally responsible if they are injured or if they damage another person’s property.

No vehicles will be allowed in the building until the exhibitors in front of the roll up doors have cleared their display. Please be courteous and do not block the truck entrances. Your patience is appreciated as some displays must be removed before any vehicles and/or trailers come in the building.

**Please note:** All exhibits must be removed in their entirety no later than noon, Monday, February 10<sup>th</sup>. **No Exceptions!!**



## LOCAL SERVICES

Following is a list of services in close proximity to the Portland Expo Center which is located at 2060 N Marine Dr, Portland, OR 97217 – 503-736-5200

### **Banks**

|                  |                    |               |              |
|------------------|--------------------|---------------|--------------|
| Wells Fargo Bank | 12240 N Jantzen Dr | Portland, OR  | 503-289-7156 |
| Bank of America  | 805 Broadway St    | Vancouver, WA | 360-696-5651 |
| US Bank          | 7404 N Interstate  | Portland, OR  | 503-286-6606 |
| Chase Bank       | 1205 Broadway      | Vancouver, WA | 360-750-3010 |

### **Western Union**

|            |                       |              |              |
|------------|-----------------------|--------------|--------------|
| Fred Meyer | 7404 N Interstate Ave | Portland, OR | 503-286-6751 |
|------------|-----------------------|--------------|--------------|

### **Post Office**

|                      |              |              |
|----------------------|--------------|--------------|
| 2130 N Kilpatrick St | Portland, OR | 503-735-9816 |
| 7640 NE Airport Way  | Portland, OR | 503-335-7918 |

### **Copies**

|                           |                                |               |              |
|---------------------------|--------------------------------|---------------|--------------|
| FedEx Office Print & Ship | 400 E Mill Plain Blvd Ste. 103 | Vancouver, WA | 360-694-8584 |
|---------------------------|--------------------------------|---------------|--------------|

### **Office Supplies**

|              |                              |              |              |
|--------------|------------------------------|--------------|--------------|
| Staples      | 1755 N Tomahawk Island Dr    | Portland, OR | 503-283-8686 |
| Office Depot | 323 SE Martin Luther King Jr | Portland, OR | 503-234-2582 |

### **Hardware**

|            |                           |              |              |
|------------|---------------------------|--------------|--------------|
| Home Depot | 1728 N Tomahawk Island Dr | Portland, OR | 503-289-9200 |
| Lowe's     | 1160 N Hayden Meadows Dr  | Portland, OR | 503-737-3000 |

### **Emergency Medical Services**

|                               |                       |              |              |
|-------------------------------|-----------------------|--------------|--------------|
| Legacy Emanuel Medical Center | 2801 N Gantenbein Ave | Portland, OR | 503-413-2200 |
|-------------------------------|-----------------------|--------------|--------------|

### **RV Parks**

|                           |                         |              |              |
|---------------------------|-------------------------|--------------|--------------|
| Portland Fairview RV Park | 21404 NE Sandy Blvd     | Portland, OR | 503-661-1047 |
| Jantzen Beach RV Park     | 1503 N Hayden Island Dr | Portland, OR | 503-289-7626 |

### **Additional Hotels**

|  |                    |              |              |
|--|--------------------|--------------|--------------|
| Oxford Suites                                  | 12226 N Jantzen Dr | Portland, OR | 503-283-3030 |
| Embassy Suites by Hilton –<br>Portland Airport | 7900 NE 82 Ave     | Portland, OR | 503-460-3000 |

# FIRE MARSHAL REGULATIONS

The Exhibit arrangement shall allow ample passageway in the direction of all exits. No exits shall be obstructed, locked, barred or otherwise impaired.

All manufactured homes, sheds, enclosed gazebos or booths with any covering 100 square feet or larger must be equipped with a battery operated smoke detector clearly displayed. Enclosed exhibits must have a door or window left open at all times. Decorative materials shall be effectively flame proofed.

If you are using natural gas, a fire extinguisher is required. It must be clearly visible within your booth and have a valid service tag.

If you have any open flame in your exhibit you must obtain a conditional use permit from the fire marshal's office.

All open flames in exhibits must have a responsible person in the exhibit at all times.

All open flames in exhibits must have some type of barrier from the public (this can be natural landscaping or stanchions etc..) if you have any questions you can email the fire marshal's office [michelle.coefield@portlandoregon.gov](mailto:michelle.coefield@portlandoregon.gov) or [rob.cruiser@portlandoregon.gov](mailto:rob.cruiser@portlandoregon.gov)

All open flames in exhibits must have a fire extinguisher in the exhibit.

Signs, banners, decorative or other material devices shall not be suspended from sprinkler piping.

Exhibitors shall remove all packing materials including crates and other combustibles not essential to their display off of the show floor.

Portable space heaters of any type (electrical, gasoline, propane, alcohol, etc.) are not allowed.

Vehicle fuel tanks cannot be more than one-quarter full and must be equipped with a locking gas cap or taped to preclude viewer's inspection. Gasoline shall not be drained from or added to any vehicle located inside. Battery cables must be disconnected and taped or the cables and batteries removed.

Exhibitors of motor vehicles which are fueled or which have at any time been fueled shall provide their allocated exhibit space with one 2A:10BC fire extinguisher. A fire extinguisher as required for the above will be clearly displayed in the exhibit space and shall bear the tag of the authorized servicing firm. The date on the servicing tag shall be current within one year.

Lighting and wiring for ponds, waterfalls or similar effects that are placed in landscaping that has bark mulch, dust or chips around the effect shall be pre-approved by this office before installation.

With the exception of needing to maintain circulation pumps running to certain waterfalls or ponds containing fish, all other electrical devices within bark mulch, dust or chips, shall have the electrical power shut-off at the close of each show day.

**IMPORTANT: Any exhibitor that intends to have an open flame of any type must contact the fire marshal:**

**Michelle Coefield: 503-823-3955 / [michelle.coefield@portlandoregon.gov](mailto:michelle.coefield@portlandoregon.gov)**

or

**Scott Holland: 503-823-3935 / [scott.holland@portlandoregon.gov](mailto:scott.holland@portlandoregon.gov)**

Portland Fire & Rescue <http://www.portlandoregon.gov/fire> Fire Marshal's Office: (503) 823-3700

Scott Holland, Fire Inspector Specialist - Public Assembly (503) 823-3935 [Scott.Holland@portlandoregon.gov](mailto:Scott.Holland@portlandoregon.gov)

Michelle Coefield, Fire Inspector Specialist - Public Assembly (503) 823-3955 [Michelle.Coefield@portlandoregon.gov](mailto:Michelle.Coefield@portlandoregon.gov)